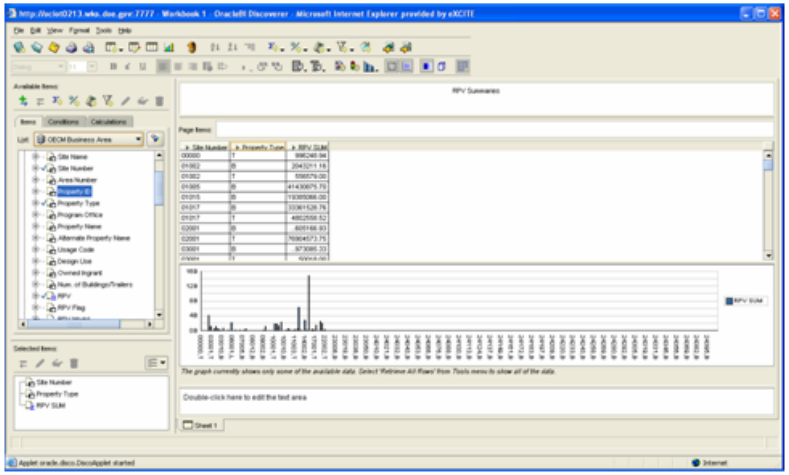
U.S. Department of Energy

Ad Hoc Reporting

User Guide

Version 1.0 March 27, 2006



Available electronically at:

FIMS Web Site at http://fims.hr.doe.gov

CAS Web Site at http://cas.hr.doe.gov/

Submitted by:
Energy Enterprise Solutions
20440 Century Blvd.
Germantown, Maryland 20874
Phone 301-916-0050 Fax 301-916-0066
http://www.eesllc.net

CONTENTS

1. INTRODUCTION
- 1.1 Obtaining A User Account
- 1.2 System Requirements
- 1.3 Logging In

2. WORKING IN THE SYSTEM
- 2.1 Work Area
- 2.2 About Workbook And Worksheets
- 2.3 Creating A Workbook
- 2.4 Adding Worksheets
- 2.5 Editing Worksheets

3. CONDITIONS
- 3.1 Creating A Conditions

4. TOTALS

5. SORTING
- 5.1 Sorting Table Data

6. CONDITIONAL FORMATS
- 6.1 Creating A Conditional Format

7. EXPORTING REPORTS TO MICROSOFT EXCEL

LIST OF FIGURES

Figure 1 FIMS Ad-hoc Reporting Login Page
Figure 2 Work Area
Figure 3 Workbook Wizard
Figure 4 Edit Worksheet
Figure 5 Conditions Tab
Figure 6 New Condition
Figure 7 New Total
Figure 8 New Total
Figure 9 Sorting Menu
Figure 10 New Sort
Figure 11 New Conditional Format
Figure 12 New Stoplight Format
Figure 13 Export Wizard
Figure 14 Export Format